**UCC-1 instructions as of June 23, 2015  
  
CORRECT MAILING ORDER:**  
1. UCC-1  
2. UCC-1ad  
3. Hold Harmless Agreement  
4/5. Copyright Notice (2 pages)  
6. F56 PR front  
7. F56 PR back  
8. F56 DC front  
9. F56 DC back  
10. W8-BEN front  
11. W8-BEN/affidvait back  
12. copy of Bond  
13. copy of BC STAMPED/signed “A4V”

IMPORTANT:  
-Mail copies of all documents, you should keep your Original sets, as they don’t return your documents  
-Do not add any extra cover pages  
-Do not Staple or paperclip  
-Use full page size envelope like a 11” or 12” by 9” manilla envelope, where you don’t have to fold (never fold your filings)  
-Send with Certified Mail + Green Card (Return Receipt) or, if time of the essence, Express Mail with option of Cert Mail + Green Card attached for better Records/proof of delivery